



Office of the City Clerk

Weekly Report – for Week Ending April 28, 2017

OFFICE OF THE CITY CLERK – PROJECTS AND STATUS

Elections

Staff has mailed 845,433 Vote By Mail (VBM) ballots and received 22,067 returned voted ballots for the May 16, 2017 General Election. Staff will continue to mail ballots to qualified voters upon request until May 9, 2017. Temporary staff are being trained this week to assist on Election Day and prepare for various contingencies that may arise.

Two new Public Service Announcements (PSAs) have been produced utilizing an in-house graphic designer/videographer and in-house talent. The PSAs focus on VBM in-person voting and VBM drop off locations.

A press conference announcing the General Election and its specific races and measure(s) was held on Thursday, April 27, 2017 at the Piper Technical Center. A demonstration was conducted highlighting all voting equipment and the various tools available to voters.

The Ballot remake application has been tested and is working with the new ballot scanners. In the past, scanner equipment was borrowed from the County. However, we will be using City ballot scanners for the May 16, 2017 election. The ballot remake application allows election staff to accurately remake and track voted ballots, eliminating human error that may occur during the ballot inspection and canvass process.

The Logic and Accuracy (L&A) test scenarios spreadsheets have been finalized. Staff will start to print the L&A test decks and run them through the tally system for validation.

Staff participated in the statewide High School Voter Education Week by providing 14 presentations and pre-registering 441 students.

Staff administered an In-House Election on Thursday for the Los Angeles Fire and Police Pensions Board. The election was held to fill one seat for a five-year term ending June 30, 2022. 522 ballots were tallied.

Business Improvement Districts

On April 25, 2017, the City Council adopted the reconfirmation of the 2017 assessments for the Los Feliz and Wilmington merchant-based Business Improvement Districts.

Systems

The new Neighborhood Council Funding portal was demonstrated to internal staff. A number of enhancements were recommended and will be added to the application. The banking interface is being reviewed and validated by Union bank. The new application is set to go-live by the July 1, 2017 deadline.

ITA is requesting all departments with servers located at the ITA Data Center to be migrated onto the cloud. This is due to construction on P4 at City Hall East. The Office of the City Clerk has multiple servers located at ITA which host election applications, the Council Management database, and multiple webpages. The migration was postponed until June due to the upcoming City election.



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Neighborhood Council (NC) Funding Program

Key deadlines have been communicated to all Neighborhood Councils (NC) regarding closing the fiscal year early in anticipation of a new financial management system contract with Union Bank and the migration to the new NC Funding portal. Union Bank will close existing checking accounts and open a new account to be managed by the Office of the City Clerk before July 1, 2017.

There are currently eight Neighborhood Councils with frozen funds due to NC Plan violations and/or unresolved financial management issues.

Upcoming

The Budget and Finance Committee will begin consideration of the Mayor's 2017-18 Proposed Budget on Wednesday, April 26, 2017 at 1:00 p.m.